



Using the Wallace State Office Building Auditorium for Your Event

Frequently Asked Questions

Q1. Where can we park when we arrive?

A1. Please use one of the visitor parking lots, which are clearly marked around the Capitol Complex, or the parking structure located at East Grand and Pennsylvania avenues. Visitors may not block the entrances or fire lanes in front of the Capitol Building or other buildings on the Capitol Complex. You will find more information at: <http://das.gse.iowa.gov/events/parkinginfo.html>.

Q2. Where can delivery vehicles unload materials?

A2. You may unload items in the semi-circle drive in front of the Wallace Building (just off of Grand Avenue). Your vehicle may not be left unattended and must be moved to one of the visitor parking areas after the materials have been dropped off.

Q3. Which doors should we use to enter the building?

A3. Visitors should enter through the main door, which is off of Grand Avenue and faces East 9th.

Q4. Who is liable for any damage that we may inadvertently cause?

A4. Iowa law expressly provides that groups using the facilities are liable for any damage incurred during their events.

Q5. Are there any restrictions on using cell phones?

A5. No restrictions. Cell phones may be used inside the Wallace Building.

Q6. Are computer connections available in the Wallace Auditorium?

A6. No computer connections or phone connections are available in the auditorium.

Q7. What is the seating capacity of the Wallace Auditorium?

A7. 283 people.

Q8. Do vendors assisting with the event need any special instructions?

A8. Any vendor assisting you should be provided with a copy of your confirmation letter and this FAQ document.

Q9. How do we move equipment inside the building?

A9. A wheeled cart must be used to move furniture and equipment. Please do not drag items across the floor.

Q10. Can we fasten items to the walls or floors?

A10. No tape, duct tape or fasteners of any sort can be attached to any part of the structure. This includes walls, pillars, staircases or other parts of the structure. Only matting tape may be used to affix cables to the floors. No other type of tape may be used.

Q11. Are there limitations on noise?

A11. We ask that you conduct your event in a way that is sensitive to both other visitors and the work environment of the building. Should you have questions or concerns about this, please contact Nancy.Williams@iowa.gov.

Q12. Are there limitations on signs?

A12. Signs cannot be hung from buildings, lampposts or trees. Signs carried by individuals are acceptable. Signs suggesting that the State of Iowa endorses a particular individual, group, business or association are not permitted.

Q13. What guidelines are provided for serving food?

A13. Food and/or beverages are not permitted in the Auditorium or Atrium areas. Additionally, actions/items not allowed include: cooking, alcoholic beverages, popcorn poppers, candles or any device needing flame.

Q14. May we smoke?

A14. No. Effective July 1, 2008, the Iowa State Capitol Complex is a tobacco- and smoke-free environment.

Q15. Whose responsibility is it to clean up after our event is over?

A15. It is your responsibility to clean up after participants or spectators – including the removal of trash.

Q16. What are the hours of operation for the Wallace Building?

A16. Monday through Friday: 8:00 a.m. – 4:30 p.m.
Saturday: Closed
Sunday: Closed
Holidays: Closed

Note: Hours subject to change

Q17. Who do I contact for additional questions or concerns?

A17. Nancy.Williams@iowa.gov
Capitol Complex Events Coordinator
Iowa Department of Administrative Services
Hoover Building, Level A
Des Moines, Iowa 50319
O/515-281-7259
F/515-242-5974

Event application form: <http://das.gse.iowa.gov/events/forms/eventform.html>